

## POLICE LIEUTENANT

### PURPOSE:

Provide the leadership to integrate all available resources to reduce crime and improve community life.

### FUNCTIONAL AREAS:

1. Provide the leadership to integrate community, City, and all other available resources to reduce crime and improve community life.
  - \* A. Collaborate with community members to identify and define problems facing the community.
  - \* B. Collaborate with community members to research and identify possible solutions to those problems.
  - \* C. Collaborate with community members to research, identify, and obtain all available resources in order to accomplish the activities, programs, and objectives identified.
  - \* D. Act as an advocate and a liaison between and among groups, individuals, and government agencies.
  - \* E. Promote heterogeneity and diversity and consistently advocate for the concept of equity.
  - \* F. Study trends and developments in crime, management, community development, and police procedures.
  - \* G. Promote and develop independent decision making by others.
2. Organize and direct the work activities of assigned personnel.
  - \* A. Prioritize work; and coordinate schedules of personnel to ensure completion of work.
  - \* B. Effectively recommend the hire, transfer, suspension, or discharge of subordinate personnel.
  - \* C. Establish work standards and conduct employee evaluations.
  - \* D. Discipline assigned personnel as necessary.
  - \* E. Monitor work sites and ensure compliance with established methods, guidelines, standards, and procedures.
  - \* F. Effectively recommend adjustments or other actions in employee grievances.
  - \* G. Provide assigned personnel with access to all information necessary for the performance of their job duties.
  - \* H. Determine and administer appropriate rewards including letters of commendation or other forms of recognition.
  - \* I. Ensure that department personnel receive training in correct and safe operating procedures.
  - \* J. Effectively recommend subordinates for promotion and participate in the promotional process.
  - \* K. Coordinate the development and revision of department policies and procedures.
  - \* L. Provide for the training, evaluation, and guidance of others; promote competence by developing the skills and talents of others.
  - \* M. Delegate authority, responsibility, and resources as necessary to accomplish the activities, programs, and objectives of the community areas assigned.
  - \* N. Identify, establish, and model group and personal values.
  - \* O. Process, monitor, and maintain required personnel and payroll information.
  - \* P. Serve as Watch Commander as assigned.
  - \* Q. Manage and conduct employee development process.

3. Act as a Peace Officer within the meaning of Minnesota Statutes.
  - \* A. Maintain a current Minnesota Peace Officer License.
  - \* B. Perform those duties and exercise those powers associated with Peace Officer within Minnesota Statute.
  - \* C. Maintain current Department certification in the use of firearms.
  - \* D. Adjust personal schedule to fit various requirements of position assigned.
4. Participate as an active member of Command Staff.
  - \* A. Participate in the Command Staff decision making process.
  - \* B. Disseminate information to subordinates and administrators.
  - \* C. Participate in the development of strategic and long range planning.
  - \* D. Conduct management assignments in accordance with Department procedures.
5. Perform other related tasks as assigned.
  - \* A. Develop and implement innovative approaches in Police Department functions and services.
  - \* B. Strongly support and promote the theory and practice of problem oriented policing.
  - \* C. Strongly support and promote the concept of decentralized, neighborhood based policing.
  - \* D. Coordinate the citizen complaint process to ensure efficient handling of complaints.
  - \* E. Assist and plan the development of the Department budget.
  - \* F. Demonstrate that decisions must be aligned with the mission and values of the organization.

## **JOB REQUIREMENTS**

### **EXPERIENCE REQUIREMENT:**

- †1. Three year's experience as Police Sergeant with the Duluth Police Department.

### **EDUCATION REQUIREMENT:**

- †1. Two year degree (hired after January 1, 1981).

### **LICENSE REQUIREMENTS:**

- †1. Possession of a valid, current Minnesota Peace Officer License.
- †2. Possession of a valid, current Minnesota Class D driver's license or privilege.

### **KNOWLEDGE REQUIREMENTS:**

- †1. Considerable knowledge of the principles and practices of accomplishing goals through others and the ability to apply these principles and practices in both paid and voluntary settings.
- †2. Considerable knowledge of modern police practices and technology and the ability to apply this knowledge.
- †3. Considerable knowledge of, and the ability to apply federal, state, and local laws to specific cases.
- †4. Considerable knowledge of Departmental policies and procedures.

†5. Considerable knowledge of City geography.

SKILL REQUIREMENTS:

- †1. Proven skill in effectively interacting with the public, co-workers, and others from various organizations, and diverse backgrounds.
- †2. Proven skill in identifying group values and communicating those values through actions as well as policies and procedures.
- †3. Proven skill in guiding the activities and work of others.
- †4. Skill in operating a motor vehicle under extreme conditions.
- †5. Skill in handling and discharging firearms accurately, proficiently, appropriately, and safely.

ABILITY REQUIREMENTS:

- †1. Considerable ability to analyze facts, draw conclusions, make decisions, implement those decisions, and modify those decisions as contingencies arise.
- †2. Considerable ability to make organizational adjustments to meet changing needs.
- †3. Considerable ability to devise plans that accommodate specific needs that may range from a few days to several years.
- †4. Considerable ability to recognize strengths and weaknesses of others and to be cognizant of those factors in their development.
- †5. Considerable ability to integrate individual tasks and personal schedule with the overall Department mission and objectives.
- †6. Considerable ability to coordinate comprehensive projects involving an array of resources drawn from within and/or without the Department.
- †7. Ability to maintain professional and community contacts as they relate to the units assigned.
- †8. Proven ability to accomplish difficult, complex, and time consuming tasks.
- †9. Ability to hold self to a high standard and have the necessary skills to follow through with decisions.
- †10. Considerable ability to understand concepts of emotional intelligence and the role it plays in leadership.
- †11. Ability to attend work on a regular basis..

\* Essential functions of the classification.

† Job requirements of the classification necessary on the first day of employment.

Anlst: KG	Date: 20050601
Union: Supv	Pay: ** 1105 - 1110
CSB: 20050705	Class: 1511
CC: 20050725	Res: 05-0490R